

Social Security Number Removal

On June 27, 2014, the Judicial Information System Committee (JISC) instructed the Administrative Office of the Courts (AOC) to remove Social Security Numbers (SSN) from all Judicial Information Systems. AOC will complete the implementation of this change on November 3, 2014 effectively removing all SSN information from Judicial Information Systems. Detailed information about impacted applications is included below.

Affected Screens

JIS Application – Implemented November 3, 2014

| Screen | Action |
|--|--|
| Individual Information Add (PERA) | Remove SSN field from screen Remove SSN label from screen |
| Individual Information Inquiry Update (PER) | Remove SSN field from screen Remove SSN label from screen |
| Individual Information Delete (PERD) | Remove SSN field from screen Remove SSN label from screen |
| Case Person change (NPC) | Remove SSN field from screen Remove SSN label from screen |
| Juvenile Control Number Move (JMOV) | Remove SSN field from screen Remove SSN label from screen |
| Search Name Duplicate search criteria (SND) | Remove SSN search field from screen Remove SSN search field label from screen |
| Search Name Duplicate display results (SND) | Remove SSN field from screen Remove SSN label from screen |
| Search Address Duplicate search criteria (SAD) | Remove SSN search field from screen Remove SSN search field label from screen |
| Search Address Duplicate display results (SAD) | Remove SSN field from screen Remove SSN label from screen |
| Case Obligation Status (COS) | Remove SSN field from screen Remove SSN label from screen |

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| Superior Court Case Add (SCCA) | Remove SSN field from screen Remove SSN label from screen |
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JABS – Implemented October 20, 2014

| Screen | Action |
|-----------------------|--|
| Person Search screen | Remove SSN search field from screen Remove SSN search field label from screen |
| Person Search Results | Remove SSN from Personal Identifier dropdown |

ETicket Processing (ETP) – Implemented November 3, 2014

| Screen | Action |
|---|--|
| Individual Information Add (PERA) | Remove SSN field from screen Remove SSN label from screen |
| Individual Information Inquiry Update (PER) | Remove SSN field from screen Remove SSN label from screen |
| Search Name Duplicate search criteria (SND) | Remove SSN search field from screen Remove SSN search field label from screen |
| Search Name Duplicate display results (SND) | Remove SSN field from screen Remove SSN label from screen |

What happens to the data?

Prior to removal of the SSN from the JIS database, the AOC will back up the data contained in the SSN field. Prior to implementation, AOC will communicate how this data will be handled.

Reports

AOC will not be making changes to reports displaying SSN information as part of this project. The headings will still exist but the field will be displayed as blank because the SSN will have been removed from the database. AOC will determine how reports will be handled in the future.

SSN data located in other fields

AOC will be querying the database to look at other fields that may have SSN data present. This data will be analyzed to determine if it is SSN data. Once this data has been analyzed AOC will develop a procedure for removing this data and communicate the procedure to the courts prior to implementation.